MECKLENBURG COLLEGE

ANNUAL CATALOGUE

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CHARLOTTE 8, NORTH CAROLINA

A Two-year Junior College, under the Charlotte Community College System, offering courses in the Pre-Professional Training, General Education, Adult Education, and Community Education

Member of

The North Carolina College Conference

Association of Collegiate Deans and Registrars

American Association of Junior Colleges

American Association of Higher Education

Southern Association of Junior Colleges

Accredited by

The North Carolina State Department of Education

CALENDAR OF EVENTS
1963-1964

Fall Semester, 1963

September 10, 11	Orientation of New Students
September 12	Registration of New Students
September 13	Registration of Returning Students
September 16	First Day of Classes
September 23	Last Day to Add Courses for Credit
October 7	Last Day to Drop Courses Without Penalty
November 26	Last Day of Classes before Thanksgiving Holidays
December 2	Classes Resume
December 20	Last Day of Classes before Christmas Holidays
January 6, 1964	Classes Resume
January 17	Last Day of Classes
January 20-24	Final Examinations

Spring Semester, 1964

January 23, 24	Orientation of New Students
January 27	Registration of New Students
January 28	Registration of Returning Students
January 29	First Day of Classes
February 5	Last Day to Add Courses for Credit
February 19	Last Day to Drop Courses Without Penalty
March 25	Last Day of Classes Before Spring Holidays
April 6	Classes Resume
May 21	Last Day of Classes
May 22-28	Final Examinations
May 31	Graduation Exercises

SUMMER SESSION, 1964

First Term

June 5	Registration
June 8	First Day of Classes
July 10	Last Day of Classes
July 13-14	Final Examinations

Second Term

July 20	Registration
July 21	First Day of Classes
August 24	Last Day of Classes
August 25-26	Final Examinations

ADMINISTRATIVE STAFF

JAMES F. ALEXANDER ..... *Director*
KENNETH H. DIAMOND, JR. ..... *Registrar*
MRS. BARBARA P. HENDRICKS ..... *Librarian*

INSTRUCTIONAL STAFF

ALEXANDER, JAMES F. ..... *Director*
B. S., Johnson C. Smith University,
M.S., The Agricultural and Technical College of North Carolina

AYTON, NIGEL M. ..... *French, Spanish*
A.B., Howard University,
M.Ed., University of North Carolina
Certificate de Francais, University of Paris

BIDGOOD, OSCAR W. ..... *English*
A.B., Johnson C. Smith University,
Further Study: North Carolina College, Duke University

BOOTON, LAURA M. ..... *Secretarial Science*
B.S., Hampton Institute,
Further Study: New York University,
The Agricultural and Technical College of North Carolina

BROWN, BERNARD L. ..... *Social Science*
A.B., Johnson C. Smith University,
M.A., Columbia University

CARTER, ROBERT ..... *Business Administration*
B.S., North Carolina College,
M.S. Candidate, Indiana University

FLOWE, MARY C. ..... *English*
A.B., Johnson C. Smith University
M.A., New York University

GADDY, RUTH ..... *Psychology*
A.B., Johnson C. Smith University,
M.A., New York University

HENDRICKS, BARBARA P. ..... *Librarian*
A.B., Spelman College,
M.A., Indiana University

SCHOLARSHIPS, LOANS, AND AWARDS

Jacqueline A. Pharr, *Chairman*

Bernard L. Brown — Robert Carter

Julian Pyles

GENERAL REGULATIONS

Admission Requirements

First, an application form must be submitted. These forms, which indicate completely what information is required, may be obtained from and should be submitted to:

THE REGISTRAR
Mecklenburg College
Charlotte 8, North Carolina

Applicants must answer all questions on this application form in his own handwriting (in ink). In addition he must submit the following:

(a) Have an official transcript of academic record sent to the Registrar of the college. Student must have a "C" average or above

(b) A recommendation from high school principal

(c) Three character references

Admission by Certificate of Graduation

The applicant should be (a) at least 16 years of age; (b) of sound moral character; and (c) high school graduate. He should present at least 16 units of completed high school work, seven of which are distributed as follows:

Standards

English (or English and Speech)	4 units
Mathematics	1 unit
History and Social Science	1 unit
Natural Science	1 unit
Electives	9 units

Admission by Examination

All entering freshmen will be required to take placement tests in English and mathematics. All who fail the English examination will be assigned to a remedial course in English, English 100. All who fail the mathematics examination will be assigned a remedial course in mathematics, Mathematics 100.

Admission by Special Examination

The college admits mature individuals, persons 18 years of age or over on individual approval. Applicants who in the opinion of the admissions committee are capable of carrying on college work are given an opportunity to pursue courses in the college.

Each applicant proceeds as follows:

(1) He must make application to the Registrar

(2) He must furnish evidence that he has sufficient ability and seriousness of purpose to do the work desired with profit to himself and the satisfaction of the college.

(3) Make a satisfactory score on the General Educational Development tests.

Admission as a Special Student

Applicants who cannot meet all entrance requirements without condition or who are not candidates for degrees may be admitted as special students upon approval of the admissions committee to courses for which they demonstrate sufficient qualification.

Admission as Unclassified Student

An applicant who gives evidence of having fulfilled entrance requirements but whose credentials are not on file at the time of registration, may be admitted provisionally as an unclassified student. The proper classification of such a student will be determined as soon as official credentials are received by the registrar of the college. A student may remain unclassified for one semester only.

Admission as a Transfer Student

All students who transfer to Mecklenburg College from other colleges must present official transcript of work taken at the other institutions, a complete separate, official transcript and a statement of honorable dismissal must be sent directly to the Admissions Office from each institution attended.

Credit will be granted only for those courses which the student has earned a grade of "C" or above. All courses with "D" grades which will be presented for graduation must be repeated by the student while in residence at the college. No credit is given for courses not offered at Mecklenburg College.

The grade points for a transfer student are calculated only on the courses taken at Mecklenburg College and a student must do at least

15 semester hours of his required studies here in order to be considered an honor graduate.

Admission as an Auditor

Students who wish to audit courses must obtain the permission from the department head and register through the office of the Registrar.

Foreign Students

Foreign students should submit their credentials to the Registrar several months in advance of the semester in which they desire to enter the college. These credentials will be evaluated according to the general regulations governing admissions to Mecklenburg College.

Program Planning

Guided by his occupational choice and acting with the advice and approval of his faculty adviser, the student should plan his program carefully. He may enroll in any course offered by the college, provided that he meets the prerequisites specified in the catalog course description.

From twelve to sixteen units of work constitute the average program. *Students are advised not to attempt both full-time employment and full-time college work.*

Graduation Requirements

The Associate in Arts degree will be awarded to each student who:

1. Satisfies the course requirements of one of the curricula offered.
2. Has a quality point average of 1.0 or better.
3. Earns a total of at least 64 semester credits.
4. Has satisfactorily met all financial obligations to Mecklenburg College.
5. Demonstrates the quality of character essential for responsible citizenship.
6. Has been approved by the faculty.

Adding and Dropping Courses

In order to add or drop a course, a student must:

1. Secure a change of program card from the Registrar's office.
2. Secure the signature of each teacher involved, the counselor, and his adviser.
3. Return the card to the Registrar's office for approval.

If a student drops a course without carrying out the procedure above, he will automatically receive a grade of "F".

Attendance

Students are required to attend all classes, assemblies, and other exercises.

It is the belief of the administration that a student cannot be absent from any course an unlimited number of times and do acceptable work. To take care of illness or other good reasons, a limited number of excused absences will be allowed from each course. Students will be allowed as many unexcused absences as the course carries credit hours. Excessive unexcused absences, or "cuts," in any course will cause the mark of the student in said course to be reduced to the next lower grade or complete loss of credit for the semester in the course involved, if the number of absences exceeds the credit hours allowed in the course.

Other Regulations Are As Follows

1. Each unexcused absence or cut before or immediately after a holiday shall count as two cuts.

2. Assembly attendance is required for all students. The assemblies are planned to furnish educational opportunities for spiritual, cultural, and social growth.

Transfer of College Credits

Students who plan to transfer to a four-year college or university upon completion of their junior college work should inform their advisers when they enroll so that the possible loss of credit may be avoided.

Classification of Students

Freshman	0-15 semester hours - 15 quality points
Advanced Freshman	16-31 semester hours - 31 quality points
Sophomore	32-64 semester hours - 64 quality points
Special	Any student not working for a degree or certificate

Schedule of Classes

Classes are scheduled to meet Monday through Friday from eight o'clock in the morning until ten o'clock in the evening. Each class meets a minimum of fifty minutes.

Withdrawal

Students who find it impossible to continue their assigned classes at the College should make official withdrawal through the Registrar's office. Any student who leaves the college, except after the close of a semester, without notifying the office will receive a mark of "F" in all courses.

Conduct

Students are expected to conduct themselves in a proper and acceptable manner. Students who are found guilty of improper conduct, must report to the part-time counselor and the Director for disciplinary action. If suspension results, the student may be readmitted only at the discretion and approval of the administration. Any student dismissed from college for disciplinary reasons will forfeit any tuition refunds to which he might otherwise be entitled.

Number System

The first digit of the course number indicates the year. The second digit indicates the number of credit hours. The third digit indicates the sequence of courses in that area.

Housing Facilities

Mecklenburg College does not have dormitory facilities, however, there are private homes near the college in which students may live.

Honor Roll

A student must take a minimum of fifteen semester hours of work, and maintain at least a "B" average to qualify for the Honor Roll.

TOTAL EXPENSES FOR RESIDENTS OF NORTH CAROLINA

FULL-TIME STUDENTS PER SEMESTER (15 hours)

Tuition ($4.00 per semester hour credit)	$60.00
Student Activity Fee	5.00
Yearbook Fee	6.00
Registration	2.00
Total	$73.00

Books and Supplies:

The cost of books and supplies is estimated at approximately twenty-five dollars ($25.00) per semester.

One-third of all charges for tuition and other fees are due and payable on the day of registration, and one-third at the first of the next two months. Checks and money orders should be made payable to Mecklenburg College.

CORE PROGRAM

Leading Toward the Bachelor's of Arts or Bachelor's of Science Degree:

English Composition	6 hrs.
English Literature	6 hrs.
Speech	4 hrs.
Foreign Language	12 hrs.
Orientation	1 hr.

Physical Education ..... 4 hrs.
*Natural Science ..... 6-8 hrs.
Mathematics ..... 6 hrs.

* Elementary Education majors will take Science 131-132.

Liberal Arts
(University Parallel)
First Year

First Semester

	Hours Credit
English 131	3
Mathematics 131 or 133	3
Education 111	1
General Chemistry 141 or General Biology 141*	4
Foreign Language 131	3
Physical Education 111	1
	15

Second Semester

English 132	3
Mathematics 132 or 134	3
General Chemistry 141 or General Biology 141	4
Foreign Language 132	3
Physical Education 112	1
Social Science 131	3
	17

Second Year

First Semester

English 221	2
English 231	3
Humanities 231	3
Psychology 231	3
Physical Education 211	1
Foreign Language 231	3
	15

Second Semester

English 222	2
English 232	3
Physical Education 212	1
Foreign Language 232	3
Electives: At least	8
	17

*If the student selects Chemistry 141 the first semester, then Biology 141 must be selected the second semester or vice versa.

ELEMENTARY EDUCATION
(University Parallel)
First Year

First Semester

	Hours Credit
English 131	3
Education 111	1
Foreign Language 131	3
Mathematics 131	3
Physical Education 111	1
Science 131	3
Electives: At least	2
	16

Second Semester

English 132	3
Foreign Language 132	3
Mathematics 132	3
Physical Education 112	1
Science 132	3
Electives: At least	3
	16

Second Year

First Semester

English 231	3
Foreign Language 231	3
Physical Education 211	1
English 221	2
Electives: At least	7
	16

Second Semester

English 232	3
Foreign Language 232	3
Physical Education 212	1
English 222	2
Electives: At least	7
	16

Suggested Electives:

Art 221	2
Social Science 131	3
Psychology 231-232	6
Humanities 231	3
Music 131	3
Social Science 233-234	6

PRE-MEDICINE
(University Parallel)
First Year

First Semester

	Hours Credit
English 131	3
Education 111	1
Foreign Language 131	3
Mathematics 133	3
Physical Education 111	1
Chemistry 141	4
Electives: At least	1
	16

Second Semester

English 132	3
Foreign Language 132	3
Mathematics 134	3
Physical Education 112	1
Chemistry 142	4
Electives: At least	2
	16

Second Year

First Semester

English 231	3
Foreign Language 231	3
Physical Education 211	1
English 221	2
Electives: At least	7
	16

Second Semester

English 232	3
Foreign Language 232	3
Physical Education 212	1
English 222	2
Electives: At least	7
	16

Suggested Electives:

Social Science 233-234	6
Biology 141	4
Biology 133	3
Psychology 231	3
Humanities 231	3

BUSINESS EDUCATION
(University Parallel)
First Year

First Semester

	Hours Credit
English 131	3
Education 111	1
Foreign Language 131	3
Mathematics 131	3
Physical Education 111	1
Chemistry 141 or Biology 141*	4
Electives: At least	1
	16

Second Semester

English 132	3
Foreign Language 132	3
Mathematics 131	3
Physical Education 112	1
Chemistry 141 or Biology 141*	4
Electives: At least	2
	16

Second Year

First Semester

English 231	3
Foreign Language 231	3
Physical Education 211	1
English 221	2
Electives: At least	7
	16

Second Semester

English 232	3
Foreign Language 232	3
Physical Education 212	1
English 222	2
Electives: At least	7
	16

Suggested Electives:

Secretarial Science 131-132	6
Secretarial Science 133-134	6
Psychology 231	3
Education 221	2
Humanities 231	3

*If the student selects Biology 141 the first semester, Chemistry 141 must be selected the second semester or vice versa.

BUSINESS ADMINISTRATION
(University Parallel)
First Year

First Semester

	Hours Credit
English 131	3
Education 111	1
Foreign Language 131	3
Mathematics 131	3
Physical Education 111	1
Chemistry or Biology 141*	4
Electives: At least	1
	16

Second Semester

English 132	3
Foreign Language 132	3
Mathematics 132	3
Physical Education 112	1
Chemistry or Biology 141*	4
Electives: At least	2
	16

Second Year

First Semester

English 231	3
Foreign Language 231	3
Physical Education 211	1
English 221	2
Electives: At least	7
	16

Second Semester

English 232	3
Foreign Language 232	3
Physical Education 212	1
English 222	2
Electives: At least	7
	16

Suggested Electives:

Business 231-232	6
Secretarial Science 131-132	6
Social Science 231-232	6

*If the student selects Biology 141 the first semester, Chemistry 141 must be selected the second semester or vice versa.

SECRETARIAL SCIENCE
(University Parallel)
First Year

First Semester

	Hours Credit
English 131	3
Education 111	1
Foreign Language 131	3
Mathematics 131	3
Physical Education 111	1
Chemistry or Biology 141*	4
Electives: At least	1
	16

Second Semester

English 132	3
Foreign Language 132	3
Mathematics 132	3
Physical Education 112	1
Chemistry or Biology 141*	4
Electives: At least	2
	16

Second Year

First Semester

English 231	3
Foreign Language 231	3
Physical Education 211	1
English 221	2
Electives: At least	7
	16

Second Semester

English 232	3
Foreign Language 232	3
Physical Education 212	1
English 222	2
Electives: At least	7
	16

Suggested Electives:

Secretarial Science 131-132	6
Secretarial Science 133-134	6

*If the student selects Biology 141 the first semester, Chemistry 141 must be selected the second semester or vice versa.

CLERICAL TWO YEAR

(Terminal)

This program in the business department is for non-transfer students. The purpose of this curriculum is to prepare the student for immediate employment in the field of business on completion of two years of training. Students completing this curriculum will receive a diploma.

First Year

First Semester

	Hours Credit
Secretarial Science 131	3
Secretarial Science 133	3
Mathematics 231	3
English 131	3
Education 111	1
English 221	2

Second Semester

Secretarial Science 132	3
Secretarial Science 134	3
Mathematics 232	3
English 132	3
Secretarial Science 225	2
English 222	2

Second Year

First Semester

Secretarial Science 231	3
Secretarial Science 233	3
English 233	3
Secretarial Science 226	2
Business 231	3
Business 234	3

Second Semester

Secretarial Science 232	3
Secretarial Science 234	3
English 234	3
Secretarial Science 227	2
Business 235	3

Art

Art 221. FUNDAMENTALS OF DRAWING FOR PRIMARY AND GRAMMAR GRADES. Students preparing to teach will be taught the principals fundamental to successful drawing for elementary classroom purpose. One one-hour lecture period and one two-hour laboratory period each week. Credit: 2 semester hours.

Business

Business 121. HUMAN RELATIONS IN BUSINESS. Deals with the problems which face the secretary in working with office personnel and office executives. Personal adjustment, including emotional, social, and physical needs, will be discussed in the light of modern psychological research. Credit: 2 semester hours.

Business 231. ELEMENTARY ACCOUNTING. An introductory course in the field of accounting. Topics covered include the theory of debits and credits and the construction of the trial balance, work sheet, profit and loss statement, and the balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization. One laboratory and two lecture hours per week. Credit: 3 semester hours.

Business 232. ELEMENTARY ACCOUNTING. The basic principles and problems relative to partnerships, corporations, departmentalization, branch and manufacturing activities will be covered in this course. Two lectures and one laboratory hour per week. Credit: 3 semester hours. Prerequisite: Business 231.

Business 233. INTERMEDIATE ACCOUNTING. More advanced theory and problems in the analysis, classification and presentation of balance sheet items, and interpretation of financial statements. Credit: 3 semester hours. Prerequisite: Business 232.

Business 234. INTRODUCTION TO BUSINESS OPERATION AND MANAGEMENT. A general survey of the business world describing the functions of business, business organization, management, and control. Units on historical background, business ethics, legal form of business enterprises, marketing, selling, advertising, competition and monopoly, banking, and personnel management. Credit: 3 semester hours.

Business 235. BUSINESS LAW. A practical course geared to everyday use which contains much valuable legal information on rights and duties. The first course covers such fields of law as contracts, agency, negotiable instruments, and insurance. Credit: 3 semester hours.

Business 236. BUSINESS LAW. This second course covers the fields of bailments, personal property, sales, corporation, and real property. Provides knowledge of value to all persons. Especially recom-

mended to students who plan to enter the business or professional fields. Credit: 3 semester hours. Prerequisite: Business 235.

Business 237. APPLIED BOOKKEEPING. Familiarization with basic accounting concepts, principles, and theory. Credit: 3 semester hours.

Business 238. APPLIED BOOKKEEPING. Mechanics of record keeping, statement preparation and use. Credit: 3 semester hours. Prerequisite: Business 237.

Secretarial Science

Sec. Sci. 131. ELEMENTARY TYPEWRITING. Includes learning the keyboard, operating parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. Minimum rate for course credit is 30 CWPM. Credit: 3 semester hours.

Sec. Sci. 132. ELEMENTARY TYPEWRITING. Instruction in typewriting is a continuation of that given in Sec. Sci. 131. Minimum rate for course credit is 50 CWPM. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 131.

Sec. Sci. 133. ELEMENTARY SHORTHAND. Development of reading and writing skills in Gregg Shorthand Simplified. Credit: 3 sem. hrs.

Sec. Sci. 134. ELEMENTARY SHORTHAND. Continuation of shorthand 133. Building of shorthand writing speed. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 133.

Sec. Sci. 231. INTERMEDIATE TYPEWRITING. Technical typewriting is emphasized through tabulation, stencil cutting, report making, and other practical duties. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 132.

Sec. Sci. 232. ADVANCED TYPEWRITING. Improvement of speed, accuracy, and machine manipulation. Specialized instruction is given in advanced techniques, duplication processes, and forms common to office work. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 231.

Sec. Sci. 233. ADVANCED STENOGRAPHY AND TYPEWRITING. A review of techniques in typing and shorthand for the purpose of developing speed. Emphasis is placed on the advanced dictation take rates and transcription rates. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 134.

Sec. Sci. 234. TRANSCRIPTION. To develop the ability to transcribe accurately, to use machines and materials properly and to promote habits of performance that are desirable for satisfying the requirements of business. Credit: 3 sem. hrs. Prerequisite: Sec. Sci. 233.

Sec. Sci. 225. FILING. A comprehensive coverage of filing fundamentals; rules for alphabetical indexing, card and correspondence

filing methods, charge and follow-up methods, and transfer methods. Credit: 2 sem. hrs.

Sec. Sci. 226. OFFICE PROCEDURES. This is a technical terminal course in which some of the practical problems encountered by the secretarial worker are presented. Greater competency in office skills and procedures, with emphasis on applied typing, duplicating, filing, recording, and transcribing, is developed to qualify the student for high-level positions of responsibility in office employment. Credit: 2 sem. hrs. Prerequisite: Sec. Sci. 134 and 225.

Sec. Sci. 227. INTRODUCTION TO BUSINESS MACHINES. Development of skill in operating full-keyboard and ten-key adding machines, duplicating machines and the use of the dictaphone. Credit: 2 sem. hrs. One hour lecture; one hour laboratory. Prerequisite: Math 231.

Education and Psychology

Education 111. FRESHMAN ORIENTATION. All freshmen registering for courses leading to the Associate in Arts degree are required to take orientation which aims to assist the student in making the most effective and rapid adjustment to college life. This course involves a series of lectures and discussions on the purpose of a college education; how to use the library; how to study; current events; development of culture; vocational and occupational guidance. Cooperating in this course are the Library, the Department of Social Science, the Department of English and Foreign Language, Art, and Music, and the offices of the Director and the Registrar. Credit: 1 sem. hr.

Education 221. INTRODUCTION TO EDUCATION. This course is a comprehensive study of the school. The course begins with a short review of the European background of education and then makes an extensive study of the development of the theories and practices of American education. It may be elected by candidates for the Elementary and High School Teacher's Certificate. Credit: 2 sem. hrs.

Psychology 231. GENERAL PSYCHOLOGY. General problems of personality, adjustment and mental health are presented in this course. It is designed to meet the needs of both students who wish to continue in the field of psychology and those who will do further work in the field. Credit: 3 sem. hrs.

Psychology 232.—EDUCATIONAL PSYCHOLOGY. A systematic presentation of the psychological and biological bases of growth and development, the effective use of the emotions in learning and behavior, the techniques involved in learning, relationships, and a study of individual differences and their specific implications and applications to school and classroom activities. Required of candidates for the Primary, Grammar Grade, and High School Teacher's

Certificate. Credit: 3 sem. hrs. Prerequisite: Psychology 231.

Psychology 233.—ADOLESCENT PSYCHOLOGY. A comprehensive view of the physical, emotional, social, moral and intellectual growth of adolescents. This course is designed to aid prospective teachers and adolescents in understanding the problems of this period of growth and development. Credit: 3 sem. hrs.

English

English 100. REMEDIAL ENGLISH. This non-credit course is required of all freshmen and new students who fail to pass the English Placement Test. Students remain in this course until satisfactory performance is merited on a standardized test. (fall and spring.)

English 131. ENGLISH COMPOSITION. A study of the fundamental principles of current English grammar and the application of these principles in sentences, paragraphs, and short themes; an intensive study of the four forms of discourse as exemplified in the writings of noted literary men. Credit: 3 sem. hrs.

English 132. ENGLISH COMPOSITION. A continuation of English 131, with special emphasis on the writing of themes and research papers. Credit: 3 sem. hrs. Prerequisite: English 131.

English 231. INTRODUCTION TO WORLD LITERATURE. Interpretation and appreciation of Poetry and the Short Story. Credit: 3 sem. hrs.

English 232. INTRODUCTION TO WORLD LITERATURE. Interpretation and appreciation of the Novel and Drama. Credit: 3 sem. hrs. Prerequisite: English 231.

English 221. FUNDAMENTALS OF SPEECH. Emphasis is placed on control of voice and development of confidence and poise. Elementary study of the techniques and delivery of various types of speeches. Credit: 2 sem. hrs.

English 222. FUNDAMENTALS OF SPEECH. Designed to meet the future career needs of the student. Covers the art of conversation; the interview and the conference, all with emphasis on the psychology of persuasion. Vocal deficiencies and personal mannerisms are analyzed in order to produce a pleasing impression. Credit: 2 sem. hrs. Prerequisite: English 221.

English 233. BUSINESS ENGLISH. A study of the fundamentals of grammar and specific application to business documents and other business papers, practical training in business writings, the editing of business materials, proof reading, and corrections.

English 234. BUSINESS CORRESPONDENCE. Provides instruction and practice in writing business letters. The mechanics, appearance, and letter usage of English are stressed. Letters of inquiries, orders and acknowledgments, collection letters, sales letters, letters of application, claim and adjustments, and report writing are included. Credit: 3 sem. hrs. Prerequisite: English 233.

FOREIGN LANGUAGES

French

French 131. ELEMENTARY FRENCH. Pronunciation. Explanations and drill in basic principles of grammar. Easy readings. Dictations and daily oral practice. Credit: 3 sem. hrs.

French 132. ELEMENTARY FRENCH. Explanations and drill in basic principles of grammar. More advanced readings. Conversation. Credit: 3 sem. hrs. Prerequisite: French 131 or its equivalent.

French 231. INTERMEDIATE FRENCH. A review of grammar, reading of moderately difficult prose, practice in oral and written French. Credit: 3 sem. hrs. Prerequisite: French 131-132 or their equivalent.

French 232. INTERMEDIATE FRENCH. The reading of works by outstanding French authors of the 17th-19th centuries. Credit: 3 sem. hrs. Prerequisite: French 231 or its equivalent.

Spanish

Spanish 131. ELEMENTARY SPANISH. Pronunciation, understanding of grammatical constructions, easy readings, dictations, and daily oral practice. Credit: 3 sem. hrs.

Spanish 132. ELEMENTARY SPANISH. Supplementary to Spanish 131. Introduction to the reading of standard Spanish. Credit: 3 sem. hrs. Prerequisite: Spanish 131 or its equivalent.

Spanish 231. INTERMEDIATE SPANISH. Review of grammar, reading of moderately difficult prose, practice in oral and written Spanish. Credit: 3 sem. hrs. Prerequisite: Spanish 131-132 or their equivalent.

Spanish 232. INTERMEDIATE SPANISH. The reading of outstanding Spanish prose. Concentrated drill in written and spoken Spanish. Credit: 3 sem. hrs. Prerequisite: Spanish 231 or its equivalent.

Humanities

Humanities 231. SURVEY OF HUMANITIES. This course is designed to acquaint the student with the intellectual, emotional, and artistic values of Western Civilization. Special attention is given to the examination of methods for criticism and evaluation of ideas. Emphasis is placed upon the development of an appreciation and understanding of the humanities, including philosophy, literature, music, architecture, sculpture, and painting.

Mathematics

Mathematics 100. REMEDIAL MATHEMATICS. This non-credit course is required of all freshmen and new students who fail to pass the mathematics placement test. Fall and spring.

Mathematics 131-132. GENERAL MATHEMATICS. Is designed to give the essential mathematical background for college work

other than in the fields of mathematics and science. The first semester includes such topics as the number systems and solutions of Algebraic equations similar to those confronted in the social and economic world, etc. The second semester is a continuation of the first but with more emphasis placed on statistical and formula graphs, practical geometry, and trigonometry. Credit: 3 sem. hrs.

Mathematics 133. ALGEBRA 1—COLLEGE ALGEBRA. Functions and their graphs, equations, and their solutions, systems of linear equations, determinants, exponents, quadratic equations, inequalities, variations, progressions, mathematical induction, binominal theorem, complex numbers, theory equations. Credit: 3 sem. hrs.

Mathematics 134. PLANE TRIGONOMETRY. Identities, reduction, addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles. Credit: 3 sem. hrs. Prerequisite: Mathematics 133.

Mathematics 200. PLANE GEOMETRY. This non-credit course in high school plane geometry is required of all majors and minors who enter the college without entrance credit in this subject. Fall and spring.

Mathematics 231-232. BUSINESS MATHEMATICS. Application of mathematics in typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems. Credit: 3 sem. hrs.

Mathematics 233. ALGEBRA II—ADVANCED COLLEGE ALGEBRA. This course is designed to increase skill and technique in algebraic operations for advanced study in mathematics. The following topics are included: inequalities, theory and application probability, summation of series, permutations and combinations, partial fractions, continued fractions, etc. Credit: 3 sem. hrs. Prerequisite: Mathematics 133.

Mathematics 234.—PLANE ANALYTIC GEOMETRY. A thorough study of Cartesian coordinates, curves, loci, straight line, circle, polar co-ordinates and conic sections completes the plane analytic geometry. Co-ordinates in space, loci, the plane and the straight line complete the course. Credit: 3 sem. hrs. Prerequisite: Mathematics 134.

Mathematics 235. DIFFERENTIAL CALCULUS. The fundamentals of differential calculus; maxima and minima; rates; curve tracing and application of derivatives, etc. Credit: 3 sem. hrs. Prerequisite: Mathematics 234.

Mathematics 236. INTEGRAL CALCULUS. Fundamentals of integral calculus, application of integrals to measurements of arcs, areas, and volumes, etc. Credit: 3 sem. hrs. Prerequisite: Mathematics 235.

Mathematics 237. DIFFERENTIAL AND INTEGRAL CALCU-

LUS. A continuation of integral calculus. Solutions of equations, application of integrals, center of gravity, movement of inertia, double and triple integration. Credit: 3 sem. hrs. Prerequisite: Mathematics 236.

Mathematics 238. INTRODUCTION TO MODERN MATHEMATICS. Basic properties of groups, rings and fields of integers. Real and complex numbers. Polynominals and the solution of polynominal equations. Determinates and matrices. Credit: 3 sem. hrs. Prerequisite: Mathematics 134.

Music

Music 111. CHORAL ENSEMBLE. Sacred and secular choral music offering excellent practical opportunities for expression in part singing. Acappella and accompanying singing. Two hours per week. Credit: 1 sem. hr.

Music 231. MUSIC APPRECIATION. Designed for the grade school teacher who is not a music specialist and covers methods, materials and activities in music appreciation. Credit: 3 sem. hrs.

Physical Education

Physical Education 111-112. PHYSICAL PRACTICE. An activity course consisting of calisthenics, marching tactics, tumbling and stunts, group games, group sports. Credit: 1 sem. hr.

Physical Education 211-212. PERSONAL HYGIENE. Scientific information on nutrition, muscular exercise, sleep, bathing, reproduction and the most advantageous utilization of time and energy. Lectures, class reports, discussion, and individual conferences will be held. Credit: 1 sem. hr.

Religious Education

Religious Education 121. EARLY HEBREW RELIGION AND LIFE. The purpose of this course is to make a survey of early Hebrew culture with emphasis on its moral and spiritual growth as reflected in the early religious concepts of the Old Testament. Credit: 2 sem. hrs.

Religious Education 122. LATER HEBREW RELIGION AND LIFE. This course is designed for a study of life, culture, and religious growth as reflected through the prophets, poets, and later Hebrew writers. Credit: 2 sem. hrs. Prerequisite: Religious Education 121.

Religious Education 221. LIFE AND TEACHINGS OF JESUS. The world in which Christianity arose is studied with emphasis on the life and teachings of Jesus as seen in New Testament literature.

Religious Education 222. LIFE AND LETTERS OF PAUL. The course is organized to give a portrayal of the Greco-Roman world and the life of Paul. A study of the Pauline letters is made to discover the role Paul played in all phases of the growth of the Christian church. Credit: 2 sem. hrs. Prerequisite: Religious Education 221.

The course in religious education may be elected for credit by any student in the college; however, they are required of those who plan to enter senior, church-related colleges.

SCIENCE

Biology

Biology 131. SURVEY OF BIOLOGICAL SCIENCE. A course designed for students not majoring in biology. This course deals with the fundamental principles of plant and animal life and their relation to human welfare. Credit: 3 sem. hrs.

Biology 133. BOTANY. This course is designed to show the relation of plants to mankind. Lecture and laboratory work dealing with the structure, function, economic importance of various forms of plant life. Two lectures and one two-hour laboratory. Credit: 3 sem. hrs.

Biology 141. GENERAL BIOLOGY. A comprehensive, one semester course dealing with the development, function, evolution, structure, and economic importance of selected specimens of plant and animal kingdoms. Three hours lecture and one hour laboratory. Credit: 4 sem. hrs.

Biology 142-143. INVERTEBRATE ZOOLOGY-VERTEBRATE ZOOLOGY. A comprehensive comparative study of the invertebrates and vertebrates, their morphology, anatomy, physiology, and phylogenic relationship with special emphasis on their relationships to man and diseases they cause. Two lectures and four laboratory hours per week for two semesters. Credit: 4 sem. hrs.

Biology 231. HUMAN ANATOMY AND PHYSIOLOGY. A study of the human body with emphasis on the circulatory system, nervous system, muscle and bones. This course is designed for those interested in medicine, nursing, physical education. Three lectures and one laboratory. Credit: 3 sem. hrs. Prerequisite: Biology 133, 141, or Biology 142, 143.

Chemistry

Chemistry 141-142. GENERAL CHEMISTRY. A systematic study of fundamental principles, theories, and calculations in general inorganic semi-microchemistry. A non-applied course intended to provide a foundation for advanced work in chemistry as well as to provide the non-professional student with a better understanding of his physical environment. A considerable amount of time is spent on problems, solutions, and other calculations of value to the student. Two hours of lecture and four hours of laboratory each week per semester. Credit: 4 sem. hrs.

Chemistry 241. QUALITATIVE ANALYSIS. The laboratory work will consist of a thorough study of the properties of cations and anions, combined with systematic analysis of unknowns by semi-micromethods. The class work will be concerned with a study of the theory of solution, ionization constants and solubility products. Two hours of lecture and six hours of laboratory each week. Credit: 4 sem. hrs. Prerequisite: Chemistry 141-142.

Chemistry 242. ORGANIC CHEMISTRY. This course is intended to familiarize the student with the principal types of organic com-

pounds. It is designed to meet the needs of pre-professional students in the fields of medicine, dentistry, medical technicians. Three hours of lecture and 5 hours of laboratory each week. Credit: 4 sem. hrs. Prerequisite: Chemistry 241.

Physics

Physics 132. SURVEY OF PHYSICAL SCIENCE. A survey of astronomy, chemistry, geology and physics, giving the student a fair panoramic view of the universe in which he lives and his relation to it. Some appreciation of the scientific method, as well as the contributions of the physical science to the solution of some contemporary problems. Credit: 3 sem. hrs.

Physics 241-242. GENERAL PHYSICS. Physics 241 covers mechanics, heat and sound. Physics 242 covers electricity and magnetism, optics, and special topics. Two lecture and four laboratory hours a week for two semesters. All parts must be completed to receive credit. Credit: 4 sem. hrs.

Social Sciences

Social Science 131. SURVEY OF SOCIAL SCIENCE. A survey of the development of Eastern Civilization with considerable time given to a study of the part which biological, psychological and geographic factors have played in human society. Consideration is also given to the composition and distribution of populations. Offered each semester. Credit: 3 sem. hrs.

Social Science 132. PRINCIPLES OF GEOGRAPHY. An introductory course in the field of geography dealing with the earth and its planetary relations, map representations, climate and climate elements, land forms, soils and man's relation to his physical environment. Credit: 3 sem. hrs.

Social Science 133. REGIONAL GEOGRAPHY. A study of the major regions of the world against the background of their natural, cultural, and economic environments. Credit: 3 sem. hrs. Prerequisite: Social Science 132.

Social Science 134-135. EUROPEAN HISTORY. A course in modern history giving a general survey of Europe from the Reformation period to the present. Political, social, and economic aspects are covered. Credit: 3 sem. hrs.

Social Science 231-232. PRINCIPLES OF ECONOMICS. An introductory course in Principles and Theory of Economics. Credit: 3 sem. hrs.

Social Science 233. HISTORY OF THE UNITED STATES TO 1865. A study of the United States from its European background to 1865. Credit: 3 sem. hrs.

Social Science 234. HISTORY OF THE UNITED STATES SINCE 1865. A study of the United States from 1865 to present. Credit: 3 sem. hrs. Prerequisite: Social Science 233.

Social Science 235. AMERICAN GOVERNMENT. Analysis of

legislative, executive and judicial branches of the Federal Government. Credit: 3 sem. hrs.

Social Science 236. COMPARATIVE GOVERNMENT. A comparative study of foreign governments, especially in Great Britain, France, the United States, and Soviet Russia. Credit: 3 sem. hrs. Prerequisite: Social Science 235.

Social Science 237. PRINCIPLES OF SOCIOLOGY. This is an introduction of the study of society, providing essentials for an intelligent understanding of the forces making for group life and for specialized study of sociological problems. Credit: 3 sem. hrs.

Social Science 238. SOCIAL PROBLEMS. The problems of population, the family, distribution of wealth and income, labor and management relationships, race relations, health, crime, juvenile delinquency, insanity and mental deficiency, social planning, and democracy are investigated and studied. Credit: 3 sem. hrs.

DEGREES GRANTED
June, 1963

CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Department of Liberal Arts

*Alexander, Fred
Caldwell, Lizzie Beth W.
Davis, Margaret L.
*Foster, Bettie Jean
Harrell, Ruby Mae
*Hinton, Beverly J.
Houston, Yvonne Marie
Jordan, Willie Mae
*Mongo, James H.
Morrison, Donald R.
***Paschal, Asa E.
Phifer, Johnnie E., Jr.

SECRETARIAL SCIENCE
(University Parallel)

**Massey, Yvonne
*Young, Ada Mae

BUSINESS EDUCATION
(University Parallel)

*Harris, Claudette C.

BUSINESS ADMINISTRATION
(University Parallel)

*Withers, Maxie B.

CERTIFICATES
(Terminal Program)

Secretarial Science

*Degree, Callie
McKay, Linda Yvonne
Moss, Sarah Anderson

Medical Secretary

Whiteside, Yvonne P.

Medical Receptionist

Roberts, Evelyn

***With Gratest Distinction
** With Greater Distinction
* With Distinction

ROSTER OF STUDENTS

Sophomores

Anderson, Samuel
Anderson, Willie H.
Austin, Evelyn
Boyd, Bernice
Boykins, Nathaniel
Bradley, Charles
Brevard, Mary L.
Caldwell, Bessie A.
Carouthers, Charles
Coleman, Rose A.
Coutourier, Paul
Favors, Anna R.
Graham, Geraldine
Hall, Ruby M.
Johnson, Annie L.
Little, Charlie R.
McGriff, George W.
McMillan, Joanne
Maske, Roosevelt
Mitchell, Geneva
Moody, Robert
Moore, Mary C.
Morrison, Ada R.
Sales, Vernon
Spears, Bobby L.
Sturdivant, Katie
Thomas, Milton
Vance, Annie
Watkins, Melvin
White, Eleanor

Advanced Freshmen

Alexander, Edna
Anderson, Sammie
Brewer, Edward
Brooks, Janetta
Camp, Catherlene
Caldwell, Blondell
Clyburn, Bobby
Clyburn, John
Cureton, Alberta
Davis, Marshall A.
Dodd, James
Dunlap, Eva M.
Dunlap, Rosa L.
Elder, Queen E.
Gingles, Alberta
Johnson, Grady
Jones, Nellie
McKeithan, Aaron
Mayfield, Claude
Pettice, Marjorie
Phifer, Clyde
Ratchford, Virginia
Rhynes, Margaret L.
Robinson, Katherine
Sanders, Dorothy
Scott, Ruben
Shute, Charles
Shute, Matthew
Simolton, Jacqueline
Steele, Thomas A.
Thompson, Christine
Threatt, Nina M.
Wallace, Derrick
Wells, Delores
Williams, Mary
Wilson, William
Wynn, Linda

FRESHMEN

Alexander, Barbara
Alexander, Berdell
Alexander, Helen
Alexander, Fleta
Anderson, Carolyn A.
Anthony, Otto
Arant, Florence
Avant, Jerl
Bailey, Joe
Barringer, Delores L.
Bellamy, Sarah E.
Berry, Connie B.
Berry, Sarah V.
Blake, Joyce A.
Boulware, Douglas
Bradley, Ronnie
Brevard, Ellen
Brown, Robert
Brown, Thomas
Byers, Alonzo
Byers, Eutrilla
Carrothers, Joan L.
Chapman, Clayton E.
Clyburn, Doris

FRESHMEN (Continued)

Clyburn, Henrietta
Crisswell, Bessie J.
Crisswell, Jessie J.
Cunningham, Albert
Cunningham, Wessie
Cureton, Beatrice A.
Currence, Mary M.
Cuthbertson, Allene
Davis, Charles E.
Davis, John
Davis, Sanford
Dennis, James
Dixon, Frank
Dunlap, William
Ervin, Annie
Ervin, Evelyn
Faulkner, Dorothy
Fewell, Bobby
Fields, Daisy
Fields, Marcella
Fleming, Doreatha L.
Foster, Patricia
Franklin, Julius
Gaines, Annie
Galloway, Katherine
Gatewood, Oscar C.
Gillespie, Columbus
Graham, Betty D.
Grier, Johnnie M.
Griffin, Julia E.
Grigg, Patricia
Harris, Dorothy
Harris, Martha
Hearn, Brueston
Hemphill, Johnsie
Hood, Leroy
Hosch, Willie Lou
Houser, Louneal
Houston, Alma
Howard, Mary K.
Hubbard, Ada M.
Jackson, Edward L.
Jackson, Harry L.
Johnston, Evelyn S.
Jones, Blanchie M.
Jones, Ruby L.
Jones, William R.
Kerns, Dorothy B.
Klutz, Frances A.
Laney, Bettye J.
Lawing, Fred
Lee, Ella R.
Leggett, Gloria
Lindsay, Albert
Lindsay, George
Love, John W.
Lucas, Blanchie J.
McCullough, JoAnne
McGriff, Patricia
McKnight, Azilee K.
McNair, Christine
Marshall, Nelson
Martin, Margie
Martin, Robert
Moore, Hortense
Moore, James
Moore, Rayford
Moore, Robert
Murray, Carrie Y.
Odom, Rosetta
Orr, Joseph
Owens, Bernice E.
Patterson, Marjorie
Patton, Mattie W.
Payne, Willie
Pearse, Jeanetta
Pettice, Pricilla A.
Phifer, James L.
Poe, Elbert
Randell, Helen J.
Reid, Edward
Reid, Jimmy
Richardson, Annie A.
Robinson, Dorothy
Robinson, Harvey
Russell, Hazel
Sanders, Doris
Sanders, Jessie M.
Scott, David
Simmons, Lillie
Simonds, Hazel
Stanley, Ruby
Stanley, Hazel
Steward, Voyd
Stovall, Douglas
Sullivan, Mamie
Swain, Will H.
Teague, Theresa
Thompson, Joseph
Wade, Joan
Wallace, George
Ward, Charles
Watkins, Ray
White, Wilhelmina
William, Ann F.
Williams, Carolyn
Williams, Ruby
Willis, James
Woods, Betty J.

SPECIALS

Adams, Naomi
Alexander, Mary
Anthony, Mattie M.
Bagby, Emanuel
Blair, Robert
Bratton, Arthur
Butler, Juanita
Crawford, Emma
Dykes, Estella C.
Faulkner, Bennie Mae
Gassaway, Middleton III
Joyner, Irene
McKinley, Loupe V.
Massey, Idell
Milligan, George
Mickens, Shirley
Montgomery, Aubrey
Polk, Susie
Scliench, Gerald A.
Wall, Lillie C.
Waterman, Fannie
Wells, Summerville

UNCLASSIFIED

Bailey, Mathew
Baskins, Dorothy
Coleman, Rosa L.
Dunston, Martha L.
Graham, Dorothy O.
Grier, Authur E.
Hicks, John H.
Ivey, Almetta
Lewis, Betty J.
McClain, Julia A.
McClain, Peggy A.
McDowell, Herbert
McKay, Cleo
Macon, Matthew
Morrison, Mack L.
Neely, Jesse
Robinson, Odell
Shuford, Harold
Williams, Wendell
Wynn, Robert E.

ADULT EDUCATION

Ely, John
Gaither, Janie
Grier, Ethell
Hoover, Van Buren
Huntley, Roxanna
Lowery, Jessie
McCain, W. C.
McVay, Rosa V.
Maple, Cleveland
Roberts, Michael
Sarter, Rosie
Springs, Elloree
Springs, Johnnie M.
Stephens, Lonnie

1962 SUMMER SESSIONS

Agus, John W.
Alexander, Fred
Alston, Roy Lee
Anderson, Sammie, Jr.
Austin, Evelyn C.
Baulknight, Jean D.
Boyd, Bernice
Boykins, Nathaniel
Brewer, Edward
Brown, Robert L.
Caldwell, Bessie A.
Caldwell, Lizzie B.
Caldwell, Nadine I.
Camp, Catherlene
Cook, Betty L.
Douglas, Annie C.
Dunlap, Eva M.
Elder, Queen E.
Faulkner, Bennie M.
Floyd, Gussie
Funderburk, Mary C.
Hall, Ruby M.
Harrell, Ruby
Harris, Claudette C.
Hicks, John H.
Holt, Carola E.
Houston, Yvonne M.
Jackson, Irene E.
Jackson, Jerry
Johnson, Annie L.
Johnson, Grady
Johnson, James
Jones, David
Kennedy, Eddie M.
Knox, Clarissy L.
Little, Charlie R.
Love, Naomi G.
McDonald, Nancy

McGriff, George W.
McLaughlin, Leonora
McMillan, Joanne
Major, Cornelia P.
Martin, Rosa E.
Maske, Roosevelt
Mayfield, Claude
Milligan, Shirley
Mitchell, Geneva
Montgomery, Carole L.
Nurse, Herbert
Orr, Mary
Phifer, Clyde
Phifer, Johnnie E., Jr.
Reid, Anna B.
Roberts, Evelyn I.
Robinson, Jasper, Jr.
Scales, Vernon
Shute, Charles
Spears, Bobby L.
Spencer, James T.
Springs, Nancy S.
Stovall, Douglas R.
Sturdivant, Katie M.
Taylor, Brenda J.
Thomas, Milton
Thompson, Vinson S.
Threatt, Nina M.
Turner, Beatrice
Van Catledge, Freddie M.
Waiter, Carl L.
Walker, Mary L.
Walker, Wilma C.
Wall, Lillie C.
Wallace, Derrick
Warner, Harriett
Watkins, Mevin
Watson, Thelma E.
Weathers, Doris
White, Eleanor
Williams, Dianne E.
Williams, Ruby L.
Withers, Maxie S.
Wynn, Horace
Young, Ada M.

STUDENT ENROLLMENT

Departments	*Men*	*Women*	*Total*
Liberal Arts, University Parallel	97	104	201
Business Administration, University Parallel	14	2	16
Business Education, University Parallel	0	16	16
Medical Secretary, Terminal	0	3	3
Secretarial Science, University Parallel	0	6	6
Clerical Two-Year	0	30	30
Special Students	8	14	22
Unclassified Students	11	9	20
Adult Education	7	7	14
	137	191	328

SUMMARY OF GRADUATES

Year	*College*	*High School*	*Cosmetology*	*Total*
1951	21	0	0	21
1952	31	0	0	31
1953	40	0	0	40
1954	21	0	0	21
1955	43	12	0	55
1956	62	67	17	146
1957	62	82	30	174
1958	71	64	43	178
1959	76	54	Discontinued	130
1960	47	Discontinued	——	47
1961	39	——	——	39
1962	28	——	——	28
1963	21	——	——	21
	562	279	90	931